

U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12-191

OPEN TO: All Interested Candidates **OPENING DATE:** November 21, 2012
TITLE: AID Project Management Specialist (Education) **CLOSING DATE:** December 04, 2012
GRADE: GRADE: FSN-11 (Rs. 2,710,924 P.A. to Rs. 5,054,436 P.A.) **AGENCY:** USAID
Position No: 80120-007 **LOCATION:** ISLAMABAD

BRIEF DESCRIPTION OF DUTIES: The Project Management Specialist will assist in the management of over US\$150M for USAID education programs in Pakistan, including both basic and higher education activities. The incumbent is responsible for liaising with Government of Pakistan (GOP) officials, other USAID project managers and implementers, other donors, and local and international organizations to address challenges in the Pakistani education sector. The incumbent will ensure that USAID is carrying out its strategic direction and appropriately managing projects, as well as fulfilling needed reporting requirements. The incumbent will provide full management oversight, as the agreement officer's or contracting officer's representative (A/COR) to implementing partners. The incumbent drafts technical documentation and analyses needed to develop strategy, obligate funds, award grants and contracts, and other funding mechanisms. Incumbent is also occasionally required to represent the mission in discussions and negotiations with implementing partners and other donors. The incumbent monitors ongoing programs, prepares performance reports, briefing papers, concept papers, and other periodic documentation for USAID/Washington and other USG stakeholders, and tracks overall education budget progress and funding priorities.

QUALIFICATION REQUIRED:

EDUCATION: Completion of a Master's Degree (sixteen years of education) or the host country equivalent in a field relevant to education, social sciences, public administration or related field is required.

EXPERIENCE: A minimum of five years of progressively responsible professional experience with the Pakistani education system in government at the provincial or local level and/or other donors and/or international organizations is required. Such experience should include managing contracts or grants, designing and evaluating programs, and analyzing education policies.

LANGUAGE: Level IV (Fluent) Reading/Writing/Speaking of English and Urdu are required. Language skills may be tested during the recruitment process.

KNOWLEDGE: The incumbent must have in-depth, professional knowledge of a broad range of education and development issues. This includes knowledge of the education sector and challenges to education in Pakistan and development principles related to basic education and higher education. Knowledge of the structure and governance issues in the education sector in Pakistan is required. Knowledge of annual and multi-year budget planning for technical programs is required. Knowledge of government programming in the education sector is required, as is prior knowledge of strategies, programs, and working methodologies of donor agencies (bilateral and multilateral) in the education sector in Pakistan.

ABILITIES & SKILLS: Developed technical ability in the education sector is required. The ability to advise supervisors and senior staff on Pakistani developments and issues across a wide range of education-related topics (such as basic education, higher education, literacy, and girls' education) and their implications for programs is required. Must have skills in program design, budgeting, implementation, monitoring and evaluation. Must be able to conceptualize and articulate education strategies, design education programs, and organize, analyze, and interpret education sector data. The ability to communicate policy, strategy, and program issues in English, both orally and in writing to a wide range of audiences, and the ability to write in a clear, concise, and well-organized manner in English is required. Excellent interpersonal, coordination, and technical skills are required. The ability to coordinate successfully with all parts of the organization and with Pakistani counterparts to advance education program interests is required. The ability to handle sensitive issues diplomatically, represent authoritatively, and to use good judgment in speaking on behalf of the organization in meetings with others donors and in conferences, seminars, workshops, etc. is required. Good organization and management skills are required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-191) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 04, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.